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**From:** Andrews, Robert [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=800A87EAA68F4092932C995FAB9AC397-ANDREWS, ROBERT]  
**Sent:** 10/6/2017 9:56:49 PM  
**To:** Stephens, John [Stephens.John@epa.gov]; Foy, William [foy.william@epa.gov]  
**CC:** Cadiz, Matthew [cadiz.matthew@epa.gov]  
**Subject:** LUNCH BREAK TIMES

Hello everyone,

As we move forward in closing out the EPA Campus Facilities, it is paramount that time initiatives are coordinated strategically. This means that the Agency mission requirements must be planned and executed upon request. Therefore; I am recommending the following lunch break times for Chase, Carson & White LLC Contract employees:

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| 1. 944 East Harmon Avenue Mail/Warehouse | 12:am to 1:pm daily                    |
| 2. 3201 Sunrise Warehouse                | 11:am to 12:am and 12:am to 1:pm daily |

Please be mindful of the contract working hours, (e.g. 7:am to 4:pm daily) If you have an emergency that would dictate leaving the contract space prior to the end of day, you should notify the Contractor and the Contract Project Officer/COR.

If you have any questions, please feel free to address them with me.

Thank you,

Robert W. Andrews Jr.  
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